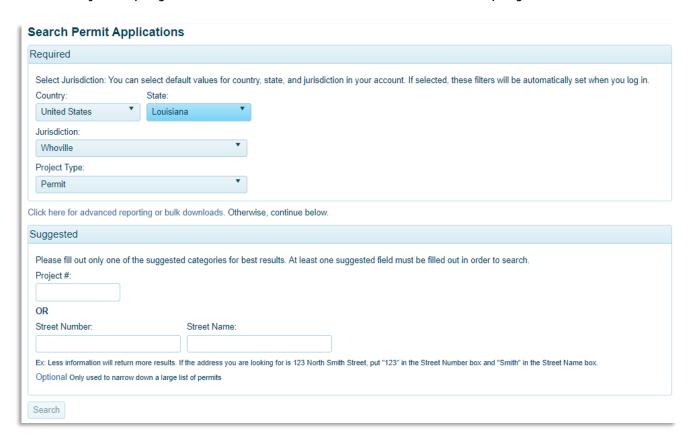
Adding Projects to the My Permits Section

Follow the steps below to add a project to the My permits list on your account.

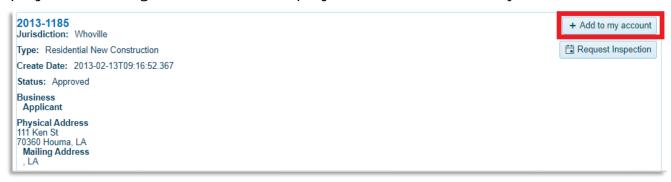
Step 1: Once you are logged into MyGovernmentOnline, hover over the <u>Permits & Licensing</u> button on the top left side of the homepage. Select Search Permits.



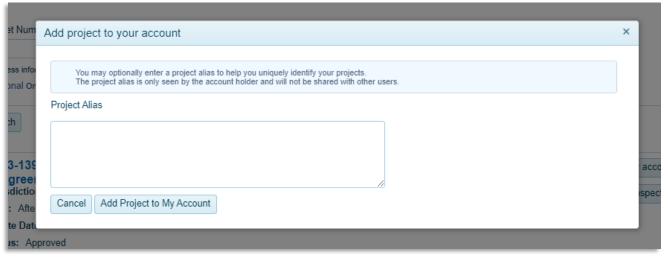
Step 2: Select the state and jurisdiction that is authorizing the permit. Then search by the project number OR the street address of the project.



Step 3: The search results will appear below; scroll until you find the correct project. In the right-hand corner of project, click the Add to my account.



Step 4: If a phone number on the project matches the verified phone number on your account, a window titled "Add project to your account" will appear. In this box, you can add a project alias but it is not required. Click Add Project to My Account.

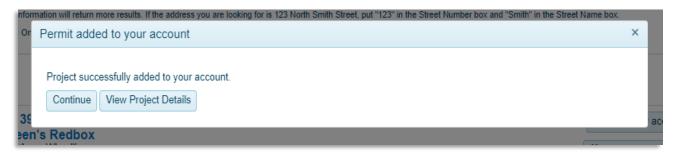


If you receive the pop-up below, your phone number may not be verified or not present on the project. Please contact the MyGovernmentOnline support team at (866)-957-3764 or go to

https://www.mygovernmentonline.org/#contactus.



Step 5: A window will appear to confirm that the project has been added to your account, under the My Permits section. From here you can either choose <u>Continue</u>, to search more projects, or <u>View Project Details</u>.



You can also always access all the projects added to your account under the My Permits section of the Account Dashboard. <u>Click here</u> to learn how to view projects on your account.